

## **TIPS FOR PREPARING AGENDA REQUEST FORMS**

The Agenda Request Form is the vehicle by which a resolution or other agenda item is presented to the Board of Supervisors. All agenda items require either sponsorship of a member of the Board, the County Administrator, County Attorney, or be an action required by law. Agenda items must be submitted to the Executive Assistant to the Board ten days prior to the meeting. All items on the Agenda Request Form must be filled out with complete and accurate information.

- Sponsor: This section must contain the name and magisterial district of the sponsoring supervisor or the name and title of the Administrator or Attorney. It is the responsibility of the Staff Lead preparing the Agenda Request to work closely with the Sponsor to ensure that he/she is aware of every aspect of the pending request.
- Board of Supervisors Meeting Date: This section contains the Board meeting date at which the action will be presented. Having the correct date, permits the County Administrator to ensure that the item is placed on the correct agenda.
- Staff Lead and Department: The name and department of the person responsible for preparing the Agenda Request Form should be entered in this space.
- Topic: This section contains the exact wording of the heading of the resolution. If the request for the agenda item does not require a resolution, the topic should consist of a brief, concise purpose of the issue.
- Topic Description: This area provides space for a brief synopsis of the agenda item. It should summarize the main points leading to the desired action, and explain briefly the who, what, when, where, why and how of the proposed action. It should be an explanatory statement of the nature of the request to the Board of Supervisors. It should be sufficient for the Board to understand its purpose and scope.
- Requested Action of the Board of Supervisors: The standard wording to be placed in this section is "Consider adopting the attached resolution". In instances where a resolution is not appropriate, it is necessary to state exactly what action is being requested of the Board.
- Financial Impacts Analysis: Where applicable, this section contains financial impacts that would affect the County budget if action were approved. If there are no financial impacts, the standard wording would be "There are no financial impacts".
- Identify any other Departments, Organizations or Individuals that Would be Affected by this Request: It is the responsibility of the Staff Lead preparing this request to notify any interested parties affected by the request prior to the Board of Supervisors meeting. The County Administrator assumes that all affected parties listed in this section have been duly notified.